



AGENDA
CAPITAL REGIONAL DISTRICT
SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION
General Meeting, SEAPARC Boardroom
Thursday, July 20, 2017 at 6pm

Sooke & Electoral Area
Parks and Recreation
Commission

OFFICE LOCATION:

SEAPARC

Leisure Complex
2168 Phillips Road
Sooke, BC

MAILING ADDRESS:

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1. Call to Order
2. Adoption of Agenda
3. Approval of the Minutes of May 18, 2017
4. Delegation:
 - a) Kerry Cavers – Sooke Region Chamber of Commerce
5. Directors' Report
6. New Business:
 - a) Staff Report: Ice Allocation 2017/18
 - b) Staff Report: Golf Course House Deck Repair/Replacement
 - c) Staff Report: Skate Park Ownership
7. Staff News
8. Public Question Period
9. Round Table
10. Adjournment

**Capital Regional District
Sooke & Electoral Area Parks and Recreation Commission
Minutes of a Regular meeting held Thursday, May 18, 2017
SEAPARC Leisure Complex Board Room, Sooke, BC**

Mission Statement:

*"Sooke Parks & Recreation Commission creates recreational opportunities for the public through the planning, development, provision and operation of recreational facilities, programs and activities with a focus on the people of the Sooke and Juan de Fuca Electoral Area"
(Mission Statement adopted October 16, 1991)*

Present: Commissioners: M. Hicks - Chair (JDF Director), D. Bishop, P. Grove,
J. Perkins (Vice-Chair), K. Reay (Sooke Alternate Councillor), M. Tait, A. Wass-Little
Staff: S. Knoke, SEAPARC Manager, C. Hوجلund, Program Services Manager,
L. MacDonald, Recording Secretary
Absent: B. Berger
Public: 0
Press: 0

1. CALL TO ORDER

The Chair called the meeting to order at 6:02 pm.

2. ADOPTION OF AGENDA

MOVED by Director Tait, **SECONDED** by Commissioner Grove that the agenda be adopted as presented.

CARRIED

3. ADOPTION OF MINUTES

MOVED by Commissioner Perkins, **SECONDED** by Commissioner Wass-Little that the minutes of the April 20, 2017 meeting be adopted.

CARRIED

4. CORRESPONDENCE

a) Keli Dunn – Amber Academy Youth Fine Arts Society

Review of request to provide use of DeMamiel Creek Golf Course for June fundraising tournament.

MOVED by Commissioner Bishop, **SECONDED** by Commissioner Wass-Little that the correspondence be received.

CARRIED

5. CHAIR'S REPORT

The fitness gym expansion working group (Commissioners Bishop, Grove & Perkins the SEAPARC Manager and Program Services Manager) recently toured three Victoria area fitness gyms (Westshore, Eagle Creek Village Y and Esquimalt) and subsequently met to determine the scope of SEAPARC's Strategic Priorities Fund grant application for funding to assist with expansion costs.

6. DIRECTORS' REPORT

7. YOUTH MEMBER REPORT

8. NEW BUSINESS

a) Staff Report: 2017/18 Fees and Charges

The SEAPARC Manager reviewed proposed fee increases and amendments to the Recreation Services and Facilities Fees and Charges Bylaw, effective September 1, 2017.

The following fee increases/additions/corrections were proposed:

- Admission Fees – no change
- Pool Facility Rental Fees –1-3% increase
- Arena Facility Rental Fees – 1-8% increase
- Skate Rentals – 20%
- Room Rentals – 1%
- Stan Jones Field – 19%
- Arena Office Space – 8%
- Addition of Golf Course Greens Adult 10x Punch Card

Discussion points included:

- Inherent difficulties in comparing rates between facilities with differing prime time hours
- Adult ice rental rate increases at par with other regional facilities

MOVED by Commissioner Grove, **SECONDED** by Commissioner Perkins that the Sooke & Electoral Area Parks and Recreation Commission approve the proposed SEAPARC Recreation Fees and Charges for 2017/18 effective September 1, 2017 for inclusion in the 2017/18 Fees and Charges Bylaw to be approved by the CRD Board.

CARRIED

9. STAFF NEWS

PROGRAM SERVICES:

April was a busy month with a number of special events held including:

- Easter Eggstravaganza: 400 attendees & \$650 Sooke Food Bank donations
- Garage Sale & Family Arts Fair: 90 tables sold with a large public turnout
- Rotary Club Auction & Spring Fair: 153 attended free community swim sponsored by Rotary

SEAPARC was approached by the Sooke Fire Department seeking direction on use of Safe Halloween bank account funds (approx. \$2,700). The last Safe Halloween event was held in 2015. The Program Manager will refer the matter on to District of Sooke staff for further consideration by Council.

ADMINISTRATION:

DeMamiel Creek Golf Course

Approximately 250 rounds of golf were sold since the course opened on April 26 (125 via new onsite credit card machine and 125 cash or punch card). Various methods are being utilized to increase awareness/attendance including offering a pre-season "Island Daily Deal" 10x punch card sale. The new golf course office is now complete. Work continues on repair of the 8th tee box and upgrades to the main irrigation pump.

Several requests for tournament bookings have been received. Tournament costs have been set at \$400 for up to 36 golfers and \$600 for up to 72 golfers.

Discussion regarding changing the Seniors' day offer (\$15 for 18 holes) from just Mondays and Wednesdays to Monday thru Friday in order to encourage more daytime business hour usage of the course.

MOVED by Director Tait, **SECONDED** by Commissioner Bishop that the Seniors' rate of \$15 for 18 holes be offered Monday thru Friday until the end of June.

CARRIED

Bike Park Trail Work

Staff and the Sooke Bike Club are investigating the feasibility of developing and improving bike trails in the vicinity of the Bike Park. The goal is to offer simple trails, requiring minimal maintenance, for use by all ages and skill levels.

Annual Shutdown

The pool will be shut for annual maintenance effective June 12 and will reopen on July 2. Work to be completed during shutdown will include pool filter replacement, pump servicing, underwater light replacement, tile work and water feature repair.

MOVED by Director Tait, **SECONDED** by Commissioner Bishop that the Staff News be received for information.

CARRIED

10. PUBLIC QUESTION PERIOD

11. ROUND TABLE

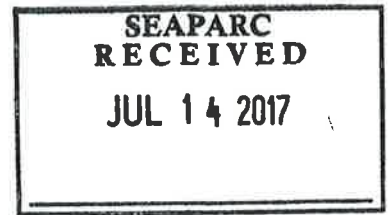
12. ADJOURNMENT

The regular meeting adjourned at 7:07pm.

Next meeting: June 15, 2017 @ 6pm

Mike Hicks, Chair

Lynn MacDonald, Recorder



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July 14, 2017

Via: *Submission to Commission*

SEAPARC Commission | CRD
SEAPARC Leisure Complex
2168 Phillips Road
Sooke, B.C.
V9Z 0Y3

Attention: SEPARC Commission

RE: Wild Coast Expo | April 7th and 8th, 2018 at SEAPARC Leisure Complex

Dear Commission Chair Mike Hicks and Commissioners,

As the Sooke Region Chamber of Commerce continues to pursue new and innovative ways to support our membership and business community, we are excited to share with you a new trade show we are bringing to Sooke April 2018 already booked to take place at SEAPARC Leisure Complex.

As Vancouver Island continues to receive record numbers of visitors, the Wild Coast Expo will seek to build off the success of the regional tourism industry by exhibiting the many products and services the Sooke Region has to offer.

This two day event will feature:

- Day One:
 - a full day of trade expo showcasing local, and non-local, businesses in the outdoor recreation industry;
 - workshops and seminars, and;
 - gear trial and testing.
- Day Two:
 - a shared day of swap and shop;
 - workshops and seminars;
 - attendees participating in paid and complimentary tours by local providers, and;
 - gear trial and testing.

Aside from being a meaningful economic development driver that will significantly boost the local and regional economy, the Expo will further attract visitors and media generating a greater regional awareness. This creates the long-term benefit of positioning Sooke as a competitive community

and attractive destination to visit, live, and work. This event will actualize more value for Sooke's residents, stakeholders and the collective work of the community.

As a partner in Sooke's prosperity, we would like to invite SEAPARC to join the Sooke Region Chamber of Commerce by supporting this opportunity. This value aligned partnership will maximize the event's success, increase additional partnership opportunities, and open the door for more community involvement for all partners. By working together, we can continue to build a cohesive image of Sooke to promote to residents, visitors and investors by leveraging our region's natural beauty, strong locally driven economy, and spirit of cooperation.

It is critical to the longevity of the event that our first year be a resounding success. Although we are in partnership discussions with several other organizations for varying contributions, and we will receive modest revenues through booth sales and ticket income, we are acutely aware of the need to keep as many expenses low to utilize most of our funding for advertising the event. **As such, we are requesting the Commission sponsor 100% of the venue rental cost for the first year of this event.**

It is our intention to make this a hallmark event for Vancouver Island, and possibly for all British Columbia. Given the synchronicity of the Expo's ethos, the natural playground that is the Sooke Region, and the increased societal interest in health, fitness and outdoor recreation, we believe there couldn't be a better time to launch this event. The financial contributions you would make this year would see year over year returns as we continue hosting the event at your venue and broadening the scope to include other revenue generating opportunities for the Expo, yourselves and the area.

We look forward to bringing this event to fruition with your assistance. I look forward to further presenting this event to the Commission on July 20th, to answer any questions you may have, and to speak in more detail about the potential role SEAPARC and the Capital Regional District can play in hosting this exciting event. Until such time, we kindly ask you keep what we have shared as confidential as we are currently in discussions with several possible partners and it is paramount to the success of the event information be released by the Chamber at the appropriate time.

Thank you for your time and consideration of our request.

Sincerely,



Kerry Cavers
President
Sooke Region Chamber of Commerce
KC/ca



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
REGULAR MEETING OF JULY 20, 2017**

SUBJECT: Ice Allocation: 2017/18 Season

PURPOSE/ISSUE:

To recommend ice allocation for the 2017/18 season.

HISTORY/BACKGROUND:

Staff conducted an Ice Allocation meeting on Tuesday, May 23 to review requests for the 2017/18 ice season. Meeting notes and proposed ice schedules are attached as background information (Appendix A and B attached).

The SEAPARC Manager presented a generic weekly schedule (Appendix B) along with special events and tournament dates. Sooke Minor Hockey Association's and SEAPARC's requested schedule adjustments were discussed with meeting attendees (outlined in Appendix A).

At their May 18, 2017 meeting, the Commission approved the Fees & Charges Bylaw for 2017/18. Ice rental rates will increase 1-2% effective September 1, 2017.

ALTERNATIVES:

1. Approve the generic weekly schedule as presented.
2. Do not approve the schedule.

SUMMARY/CONCLUSION:

The suggested schedules offer a fair and consistent allocation of ice time to arena contract users in accordance with Commission policy. The suggested rental rate is consistent with Commission policy and budget approvals.

RECOMMENDATION(S):

That the report on Ice Allocation: 2017/18 Season be received for information.

Steve Knoke
SEAPARC Manager

APPENDIX A

**Capital Regional District
Ice Allocation Committee Meeting Notes
Held Tuesday, May 23, 2017 at 6 pm
SEAPARC Leisure Complex, 2168 Phillips Road, Sooke, BC**

Present:

Staff: S. Knoke, SEAPARC Manager, C. Hoglund, Program Services Manager,
D. Davies, Clerk-Receptionist, L. MacDonald, Recorder

Public: 5

The meeting was called to order at 6:02 pm

The SEAPARC Manager presented the proposed regular ice schedule for 2017/18 and advised of the following changes/requests:

- Sooke Minor Hockey Assoc. (SMHA) start date: Tuesday, September 5 (no August ice requested)
- Hockey Camp – no request received for August ice
- SMHA – request for 1.5 hours of ice on Wednesdays (8:30-9:50) currently utilized by Ice Angels
- SEAPARC request to offer 1 hr power skating course once per week on either Mondays (4-4:50pm) or Wednesday (4:30-5:20pm). Staff will contact SMHA Executive to discuss further.
- Rotary Club of Sooke Grizzlies Game – Monday, September 4 (Labour Day)
- No tournament ice requests received

The SEAPARC Manager noted that no tournament ice had been requested by SMHA. It's understood that individual SMHA teams will be offered the opportunity to organize/run a tournament at Spring Break, March 16-19.

- Santa Skate - Sunday, Dec. 17
- SD 62 Christmas Break Dec. 23-Jan. 5
- Christmas Eve – Sunday, Dec. 24 closed @ 3:30 pm
- Christmas Day - Monday, Dec. 25 closed
- Boxing Day - Tuesday, Dec. 26 closed (corporate/private rentals only)
- New Year's Eve - Sunday, Dec. 31 closed @ 3:30 pm
- New Year's Day - Monday, Jan. 1 closed
- **Spring Break Tourney(s)**
Only if organized by individual SMHA team March 16-19
- Ice out date is dependent on SMHA team tournament offering.

List of available ice times will be made available.

The SEAPARC Manager reviewed the following:

- Commission approval of 1-2% increase in 2017/18 rental rates effective September 1, 2017
- All ice renters must provide proof of insurance. Facility rental insurance is available through the CRD and application forms will be sent out with contracts by the end of June.
- September fees are payable by August 31. A late payment fee of 1.5% monthly will be applied on all accounts overdue after 30 days. All accounts overdue by 60 days may lose their allocated ice time.

The meeting adjourned at 6:17 pm

APPENDIX B

PROPOSED 2017/2018 Ice Schedule

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00	Open	Open	SMHA 6 - 7	SMHA 6 - 7	SMHA 6 - 7	SMHA 6 - 7	Open
6:30	6 - 7	6 - 7	Ice	Ice	Ice	6 - 7	6 - 7
7:00	SMHA	Ice	Maintenance	Maintenance	Maintenance	Ice	SMHA
7:30	7 - 950	Maintenance	7 - 930	7 - 830	7 - 930	Maintenance	7 - 820
8:00		7 - 830				7 - 9	
8:30		Journey		Journey			
9:00		830 - 945		830 - 945		EMCS	
9:30			EMCS		EMCS	915 - 1030	
10:00	Program Ice		930 - 11		930 - 11		
10:30	10 - 1120					Open	
11:00		Journey		Journey		1045 - 1145	
11:30	Public Skate	1045 - 1215	Toonie Skate	1045 - 1215	Public Skate		
12:00	1130 - 1245		1130 - 1245		1130 - 1245	EMCS	
12:30		Open		Open		12 - 130	
1:00	SMHA	1230 - 215	EMCS	1230 - 215	EMCS		
1:30	1 - 620		115 - 245		115 - 245		
2:00		Family Hockey		Parent & Tot		Youth Hockey	
2:30		215 - 345		215 - 3		215 - 345	
3:00				Program Ice			
3:30			Program Ice	3 - 420	Program Ice		
4:00		SMHA	320 - 450		320 - 420	SMHA	
4:30		4 - 11		SMHA	SMHA	4 - 650	
5:00			Skating Club	430 - 820	430 - 520		
5:30			5 - 650		Skating Club		
6:00					530 - 720		
6:30	Old Growth						
7:00	630 - 750		Public Skate			Family Hockey	
7:30			7 - 815		SMHA	7 - 815	
8:00	Renfrew				730 - 950		
8:30	8 - 920		Whalers	Ice Angels		BlunderBirds	Fendogs
9:00			830 - 950	830 - 950		830 - 950	830 - 950
9:30							
10:00					Team Sore	Hockey 101	Hockey 101
10:30		Adult Hockey	Drop In	SMHA	10 - 1130	10 - 1130	10 - 1130
11:00		10 - 1130					
11:30							



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF JULY 20, 2017**

SUBJECT

Golf Course House Vinyl Deck Repair/Replacement

ISSUE

The large vinyl sundeck situated above the garage is at the end of its service life and requires repair/replacement.

BACKGROUND

SEAPARC purchased the DeMamiel Creek Golf Course in 2016. The primary residence was inspected and the inspection identified the aging 21x24 vinyl deck as an item that would require future attention.

Quotes have been requested to replace the vinyl deck, plywood sheeting, and any structural components that have evidence of water damage or rot. The replacement cost is estimated at approximately \$12,000.

The house is currently occupied by renters who have brought the deck concerns forward to be addressed.

ALTERNATIVES

That the SEAPARC Commission recommends:

1. That \$12,000 be accessed from capital reserves for deck replacement
2. That the report be referred back to staff for further review

CONCLUSION

The vinyl deck at the golf house requires repair. Replacing the sheeting and vinyl surface are required to maintain a functional sundeck.

RECOMMENDATION(S)

That the Sooke & Electoral Area Parks and Recreation Commission recommends:

That \$12,000 be accessed from Capital Reserve Fund for repair and replacement of the golf course house vinyl deck.

Steve Knoke
SEAPARC Manager



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING OF THURSDAY, JULY 20, 2017**

SUBJECT

Skate Park Ownership

ISSUE

To consider and direct staff to investigate ownership of the Sooke Skate Park

BACKGROUND

Early in 1997 the Rotary Club of Sooke initiated the construction of the local skate park in partnership with SEAPARC and School District 62 (SD62). The Rotary Club agreed to build the park and the Commission agreed to lease the proposed site and maintain the park upon its completion. SD62 agreed to lease land to the Commission on a site adjacent to Journey Middle School. The site had been under a lease for 20 years and the current lease is for a period of 10 years expiring in 2027.

During the last round of lease discussions in June of 2017 the SD Board Chair, Bob Phillips, suggested that SEAPARC may be interested in assuming ownership of the property. It was noted that SEAPARC now owns the DeMamiel golf course property directly adjacent the skate board park. Ownership of the skateboard park would simplify future modifications and maintenance.

ALTERNATIVES

That the Sooke & Electoral Area Parks and Recreation Commission:

1. Direct staff to investigate future ownership of the property
2. Receive the report for information

FINANCIAL IMPLICATIONS

Fees associated with property sale and transfer of ownership need to be evaluated and estimated. The CRD's land division would oversee the process and charge associated costs to SEAPARC.

SUMMARY/CONCLUSIONS

With the recent purchase of the DeMamiel golf course property SEAPARC now shares a property line with the current skateboard park. Ownership of the skateboard park would simplify future modifications and maintenance.

RECOMMENDATION(S)

That the Sooke & Electoral Area Parks and Recreation Commission direct staff to investigate purchase of the lease property from School District 62 future ownership of the property.

Steve Knoke
SEAPARC Manager



**STAFF REPORT TO THE SOOKE &
ELECTORAL AREA PARKS AND RECREATION COMMISSION
MEETING JULY 20, 2017**

SUBJECT Staff News

PURPOSE Information

PROGRAMS

The 3rd annual Mud Run event was held June 11th with 123 people participating. Thank you to Elizabeth Olsen, Jacklyn Evans and the Aquatic staff for coordinating this fun filled obstacle challenge event. This has become an annual event the public look forward to every year.

SEAPARC hosted the first ever Picnic in the Park event on June 17th. This FREE event was sponsored in part by the People Power Grant. The event included music performed by the Gord Phillips Band, bike skills lessons & competitions, a BBQ, and a variety of children's activities. Approximately 300 people attended. Thank you to Darcy Smith for coordinating this fun filled community event that showcased some of our SEAPARC's great outdoor amenities.

ADMINISTRATION

LAVA – (Leisure Access Victoria App)

SEAPARC was recently assessed to gather information which will help develop a listing for SEAPARC on the LAVA website. An outcome of this project will include recommendations towards improving accessibility of our facility's physical environment. The project's anticipated launch date is September 2017. Certain areas of the facility may benefit from changes or upgrades to accessibility. This will be included in the 2018 capital plan.

Golf Course

Golf course attendance continues to grow. The course has been booked for several tournaments in the fall. The budget is currently on track and is expected to meet target numbers. Challenges still exist with irrigation controls and automated watering system and the 8th tee box repair has been delayed. The irrigation pump upgrade and pond pump installation are now complete.

Fitness Expansion/SPF Grant

A grant application has been submitted to the UBCM Gas Tax Fund Strategic Priorities Fund for a SEAPARC fitness gym/multi-purpose expansion to be located on the north/east side of the facility. The fitness gym working group toured three fitness facilities in May (Esquimalt, JdFuca and Eagle Ridge Y) and determined that the addition of a 1,000 sf mezzanine level to the originally planned fitness gym would be desirable. Extra space for usage growth was identified as a key point in other facilities who now find they are limited by their square footage. The plans submitted to the SPF were developed by David Hewko during the 2015 Strategic Planning process and expanded to include a mezzanine level in the gym.

- Total square footage: 5,150 sf (3,600 sf fitness gym and 1,550 sf multi-purpose room)
- Total Cost: \$2,742,670 incl. \$1.5 million in SEAPARC funding and \$1,242,670 SPF grant.

Commission Youth Member Resignation

Arran Wass-Little has resigned from his Youth Member position on the Commission effective June 15. Arran will be working as a SEAPARC summer camp assistant leader in July and then heading off to Norway in August to attend United World College for 2 years. We wish Arran all the best in his exciting new adventure and thank him for his service to the Commission!

2018 Budget Plan and Service Plan

The 2018 budget and service planning process is currently underway. The 2018 budget will be presented at the October commission meeting.

PerfectMind

During the annual pool shutdown, administrative staff completed three days of additional training on PerfectMind software. SEAPARC is now operating on the next point of sale platform (POS) 2.0. SEAPARC has seen an improvement in the reliability of the product and will continue to work with PerfectMind to solve issues as they arise.



Colleen Hoglund
Program Services Manager



Steve Knoke
SEAPARC Manager